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Logistics Branch Organizational Annex

Tab 6

25X1A 1. Basic Function: To coordinate, supervise, and plan logistics activities of FE ☐ Washington Headquarters.

2. Background of Present Organization: February, 1951, marked the genesis of the Logistics Branch with one person being assigned to the FE ☐ 25X1A staff in a logistics capacity. Shortly thereafter, case officers of FE ☐ 25X1A were relieved of many logistics duties with the organization of an Office of Plans, an Office of Operations, and an Office of Transportation into a Logistics Branch in August and September, 1951. This nucleus was expanded to include an Office of Supply Control in January, 1952 and an Office of Records in February, 1952.

3. Statistical Concept of Logistics Workload:

a. Limitations: Statistics do not, and cannot, convey more than the end product of a long prior process of planning, coordination, and liaison. Therefore, while not by any means completely indicative of the magnitude of any specific activity, the most reliable concept of the workload which has been required of each component of the Logistics Branch is offered by the statistical resumes set forth below. The activities of the Office of Plans are not included since it is not possible to reduce its workload to any significant statistics.

b. Operations: The following data, based on available information, indicates the volume of the workload required in each of the major activities falling within the functional scope of the Office of Operations:

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(1) Vehicles: The Office of Operations is responsible for obtaining authorization for each vehicle assignment or transfer, maintaining a vehicle control register with appropriate data, and other related activities pertaining to vehicles. 104 separate requests for vehicles have been processed; control data has been gathered and recorded on 395 vehicles; Deeds of Trusts have been obtained and distributed on 50 vehicles. Currently, efforts are being made to obtain a complete inventory with attendant control data of all vehicles utilized in FE ☐ operations; and, a reporting system is being initiated whereby periodic status reports on all vehicles will be submitted in order that attrition, change in status, and other pertinent facts may be available.

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(2) Real Estate and Construction: The Office of Operations is responsible for coordinating the acquisition, leasing, and disposal of real estate and construction activities; maintaining a real estate and construction control register with appropriate data; and other related activities pertaining to real estate and construction. 75 requests for renovation, acquisition, and improvement of property have been processed; and, records have been obtained on 131 real estate items. Currently, efforts are being made to obtain a complete inventory with attendant control data of all real estate utilized in FE ☐ operations.

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(3) Requirements and Requisitioning: The Office of Operations is responsible for translating the broad material requirements of the various operations and projects into precise terms for procurement and into the prescribed requisitioning format; advising elements of

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FE/ ☐ on availability, technical capability, price and similar essential data concerning materiel; and other related activities pertaining to materiel requirements and requisitioning. During Fiscal Year 1952, the Office of Operations has already processed 890 requisitions, representing an estimated \$32,000,000. This data is exclusive of the \$60,000,000 contingency fund for which the Office of Operations established the requirements and translated into procurement terms for use by higher headquarters.

(4) Library: The Office of Operations is responsible for maintaining a technical library (including Armed Forces technical manuals, commercial catalogues, and other technical publications involving all types of materiel which might be utilized in operations), coordinating all loan services with the Agency Library, and other related activities pertaining to library service. Since October, 1951, some 2150 individual requests for retentions and loans have been processed, and, a technical library consisting of almost 100 titles has been accumulated.

c. Transportation: The following data, based on available information, indicates the volume of the workload required in each of the major activities falling within the functional scope of the Office of Transportation.

(1) Movement: The Office of Transportation is responsible for coordinating the transportation of cargo; maintaining a system reflecting the current status of any cargo shipment; expediting shipments; investigating delays, overages, shortages, damages, and losses of cargo; and other related activities pertaining to

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transportation movements. From September, 1951 to 24 May, 1952, approximately 328 separate cargo shipments were coordinated of which 127 were by air and 201 by sea. These shipments represented some 672 tons of cargo. Responsibility for coordinating transportation of personnel (including dependents, their household goods, and private vehicles) is in the process of being shifted from the Personnel Branch to the Office of Transportation in order to realize the advantages inherent in the latter's closer relationship to operations.

(2) Documentation: The Office of Transportation is responsible for arranging for all clearances and documentation required for cargo from point of shipment to point of destination, coordinating cargo shipments with consignees and other interested parties to include distributing cargo reports and shipping documents as well as dispatching appropriate cable notifications, and other related activities pertaining to documentation. Each cargo shipment requires the handling and distribution of 3 different sets of forms which involve a total of 32 separate documents. As stated heretofore, approximately 328 separate cargo shipments were made from September, 1951 to 24 May, 1952. Transportation records reflecting tonnage, method of shipment, number of shipments, shipping agency, and similar data are maintained and consolidated into a monthly status report. Export licenses for proprietary company shipments are obtained by the Office of Transportation.

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d. Supply Control: The Office of Supply Control is responsible for the operation of a supply control system to include recording requisitions, procurements, shipping, and distribution of supplies; recording station and project accountability; periodic preparation of consolidated accountability and stock status reports; and other related activities pertaining to supply control. To date, status cards have been established, and requisite control data is being maintained, on some 7,500 different items of supply utilized in operations. Currently, approximately 2000 documents are processed in the supply control function each month.

e. Records: The following data, based on available information, indicates the volume of the workload required in each of the major activities falling within the functional scope of the Office of Records;

(1) Requisition Control: The Office of Records is responsible for maintaining a control system for all requisitions being processed, initiating periodic inquiries with appropriate echelons to ascertain the status of individual requisitions, and other related activities pertaining to requisition control. This function was initiated in February, 1952. At the time, there were approximately 300 requisitions and shipping orders in procurement and processing channels, many of which were the subject of some controversy and discussion with respect to current status, meeting operational deadlines, cancellations, and similar matters. As a result, a "tickler" system was adopted whereby a suspense date was designated for the filling of every requisition. On the suspense date and periodically thereafter until such time as final and completed action resulted, the proper Agency authority has been contacted to

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ascertain the status of each requisition being processed. In addition, special checks have been made with procurement and processing echelons regarding sundry details at least once on some 143 requisitions, twice on some 35, and as much as four or five times on approximately 10. Four requisitions have been cancelled while 40 requisitions have been filled. A complete history of every requisition is maintained under this system to include telephone calls, adjustments, shipping documents, memoranda, and any other information pertaining to an individual requisition.

(2) Records Control: The Office of Records is responsible for the control of all documents received by, or dispatched from, the Logistics Branch; maintenance and control of a central filing system for the Logistics Branch; and other related activities pertaining to records control in the Logistics Branch. Approximately 200 items of incoming and outgoing correspondence (exclusive of cables) are logged and distributed or logged and processed out each month. Some 360 incoming and outgoing cables are distributed internally or coordinated and processed out on a "hand-carry" basis each month. Around 600 miscellaneous documents which do not require logging are distributed internally each month. Some 2000 documents per month are filed and cross-indexed.

4. Organization:

a. Current: The presently-approved Table of Organization provides 12 slots for the Logistics Branch. In reality, 21 persons are currently being utilized by the Logistics Branch. The five major offices of the Logistics Branch are operational at the present time; however, none

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are fully organized or staffed to assume the full responsibility or workload contemplated in the proposed Table of Organization.

b. Proposed: The proposed Table of Organization contemplates 34 slots for the Logistics Branch. The fundamental changes proposed in functions and organization have been initiated in varying degrees, but cannot be carried forward to their full fruition until such time as requisite personnel are authorized.

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